

Alabama Centralized Email



Configuring Auto Archive

State of Alabama – ACE Hosted E-Mail Configuring Auto-Archive for Outlook

About backing up or deleting items using Auto-Archive

Your Microsoft Outlook mailbox grows as you create and receive items. To keep your mailbox manageable, you need another place to store — archive — the old items that are important but not frequently used. You also need a way to automatically move those old items to the archive location and to discard items whose content have expired and are no longer valid. Auto-Archive takes care of these processes for you.

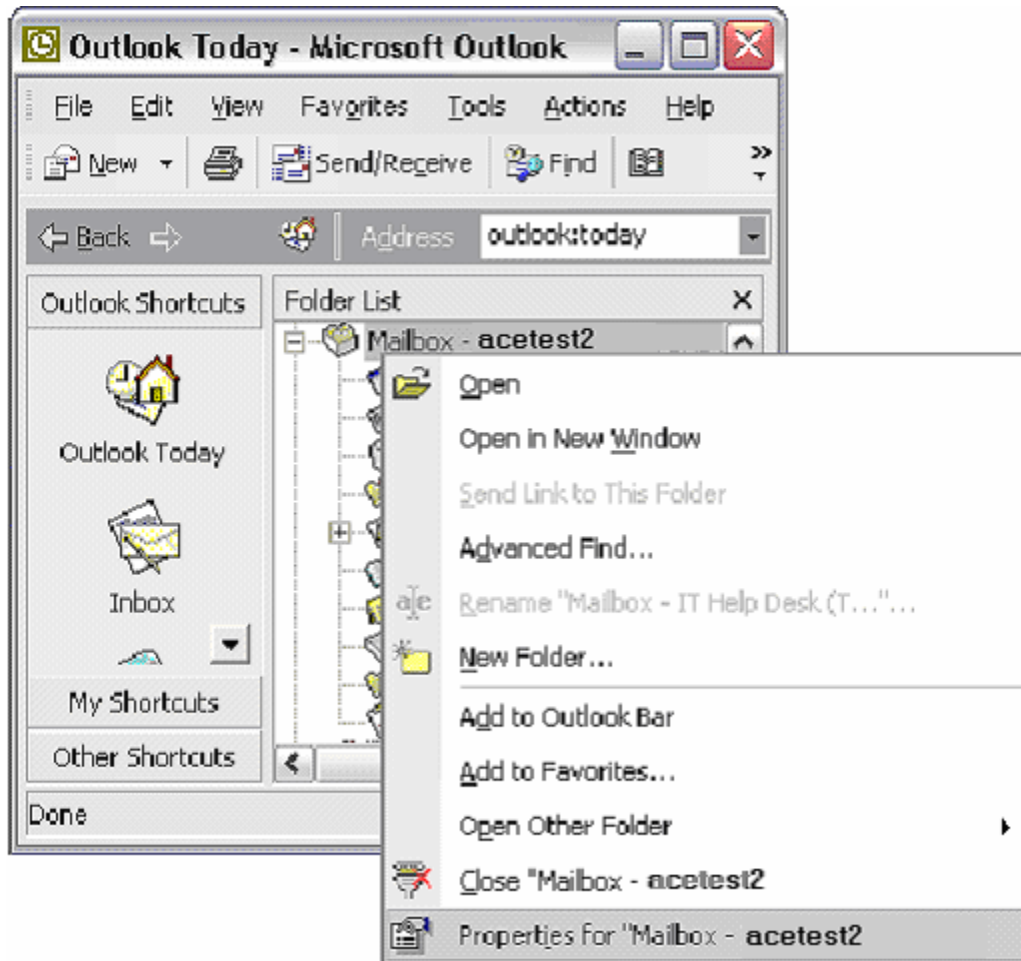
Auto-Archive is on by default and runs automatically at scheduled intervals, clearing out old and expired items from folders. Old items are those that reach the archiving age you specify, and may include such things as the original e-mail you received with the goals for a project you're assigned to. Expired items are mail and meeting items whose content is no longer valid after a certain date, such as a meeting you had four months ago that still appears on your calendar. Although an expiration date is optional, you can define it at the time you create the item or at a later date. When the item expires, it's unavailable and has a strike-out mark through it.

Determine Current Mailbox Size

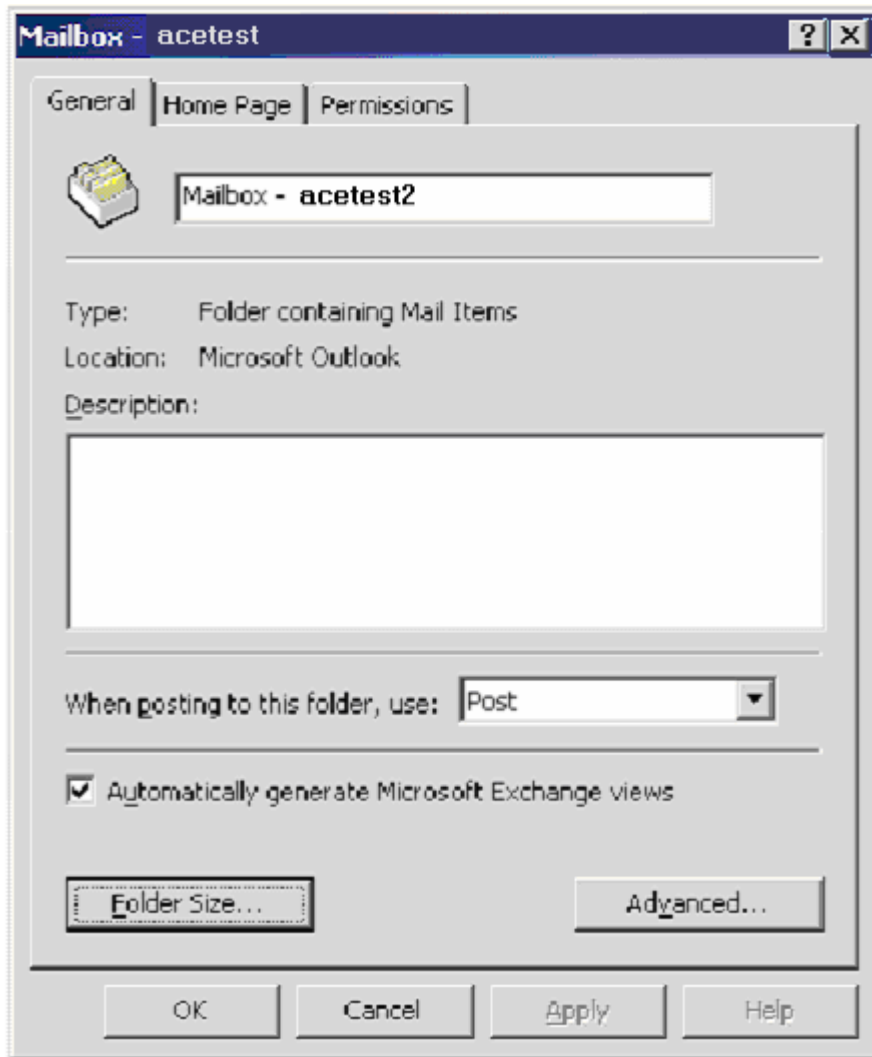
The following steps will allow you to determine the current size of your mailbox. Your mailbox size should remain under **10000KB, 50000KB, 25000KB or 10000KB** depending on the size chosen by your agency. A mailbox larger than the allotted size may stop receiving incoming or sending mail. Therefore action will be required by the user to cleanup unwanted mail. Configuring the Auto-Archive feature of the Microsoft Outlook client will all old mail to be archived to an offline .pst, reducing the mailbox size.

- 1) Right Click on your **Mailbox** folder under the folder list and select **Properties...**
- 2) Click **Folder Size**.
- 3) The total size of your mailbox will be listed as **Total size (including subfolders)**.

1) Right Click on your **Mailbox** folder under the folder list and select **Properties...**

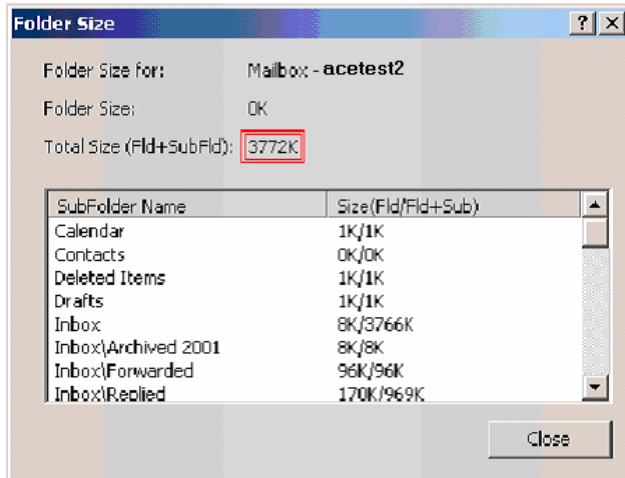


2) Click **Folder Size**.

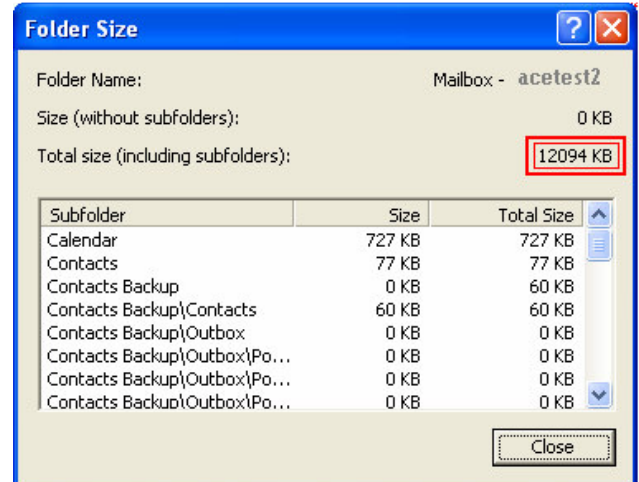


3) The total size of your mailbox will be listed as Total size (including subfolders), shown in the red box below.

Outlook 2000



Outlook 2002/XP

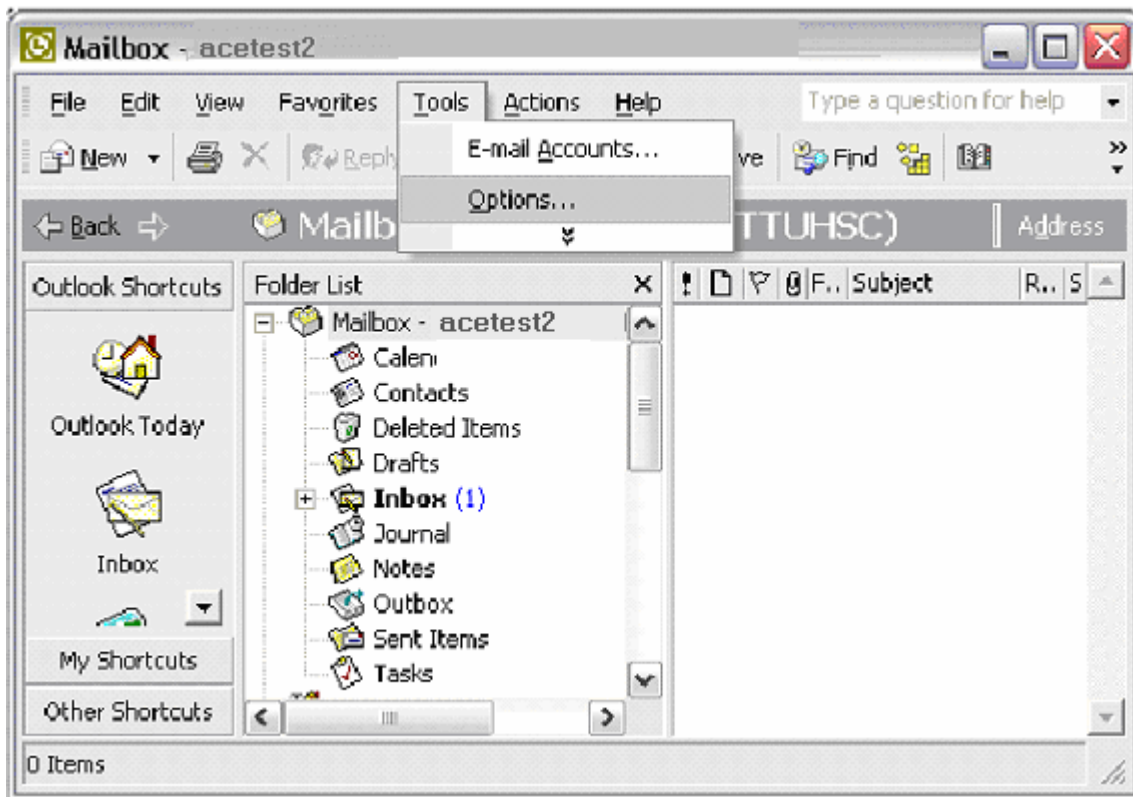


Back up or delete items using AutoArchive

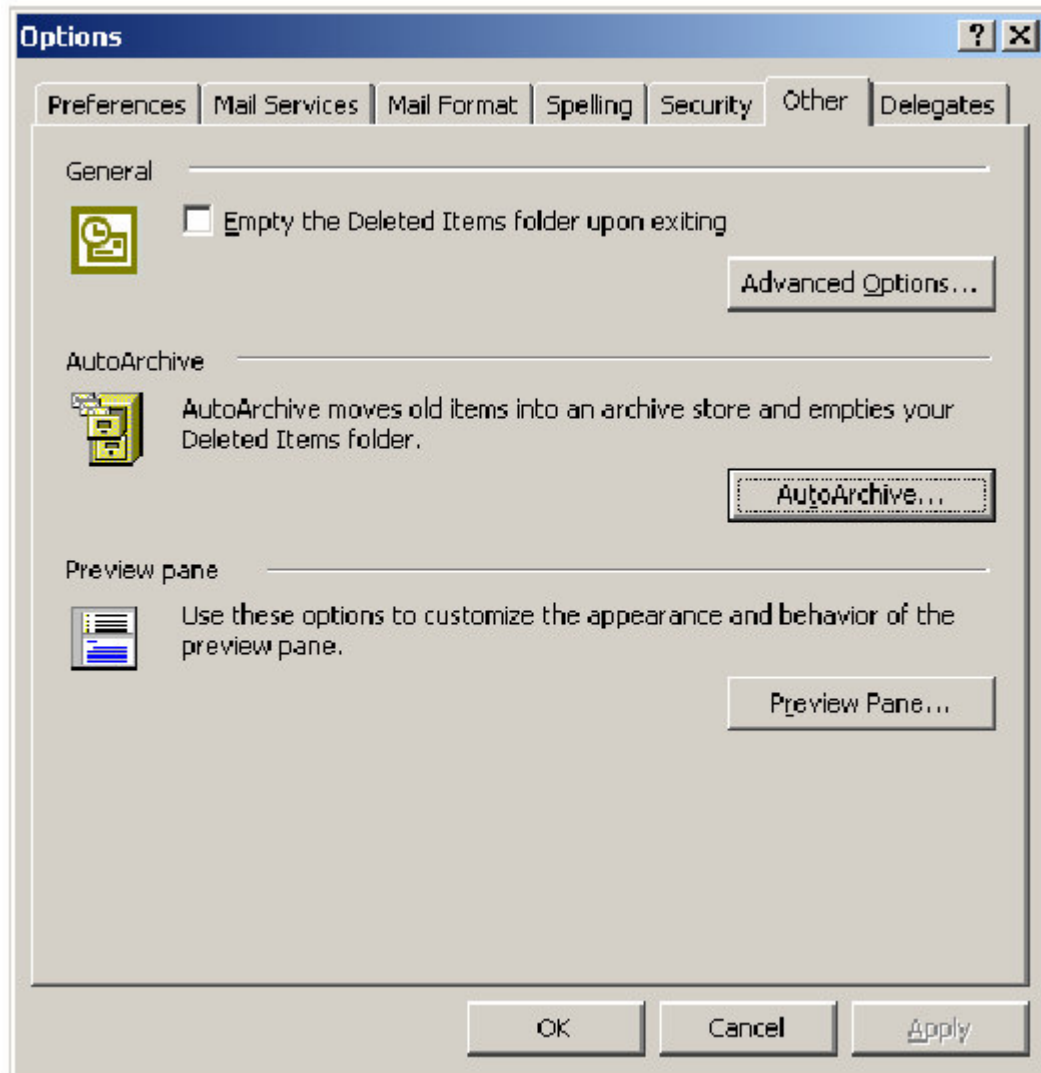
The following steps will setup **AutoArchive** to run every *n* days which will create a new folder called **Archive Folders** which will store all archived files locally for easy access.

- 1) On the **Tools** menu, click **Options**, and then click the **Other** tab.
- 2) Click **AutoArchive**.
- 3) With **Run AutoArchive every n days** selected, specify how often to run AutoArchive.
 - a) Check **Delete expired items (e-mail folders only)**
 - b) Check **Archive or delete old items**
 - c) Check **Show archive folder in folder list**
 - d) Change **Move old items to:** to the destination where the archived e-mails will be saved
- 4) Click **OK**
- 5) Click **Apply**, then **OK**

1) On the **Tools** menu, click **Options**, and then click the **Other** tab.

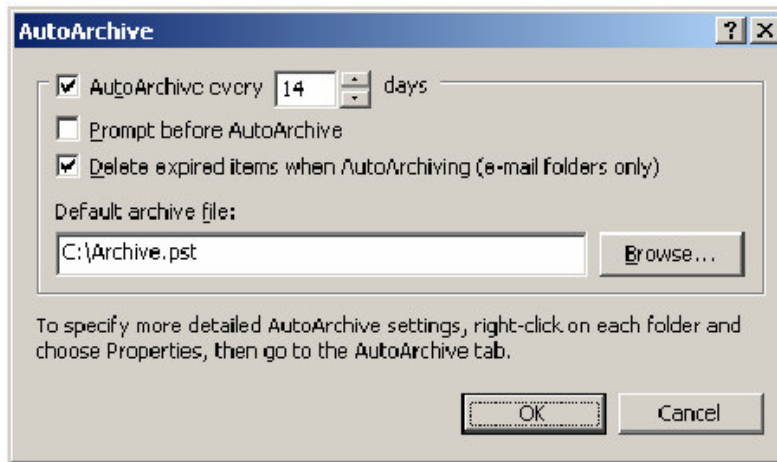


2) Click **AutoArchive**.

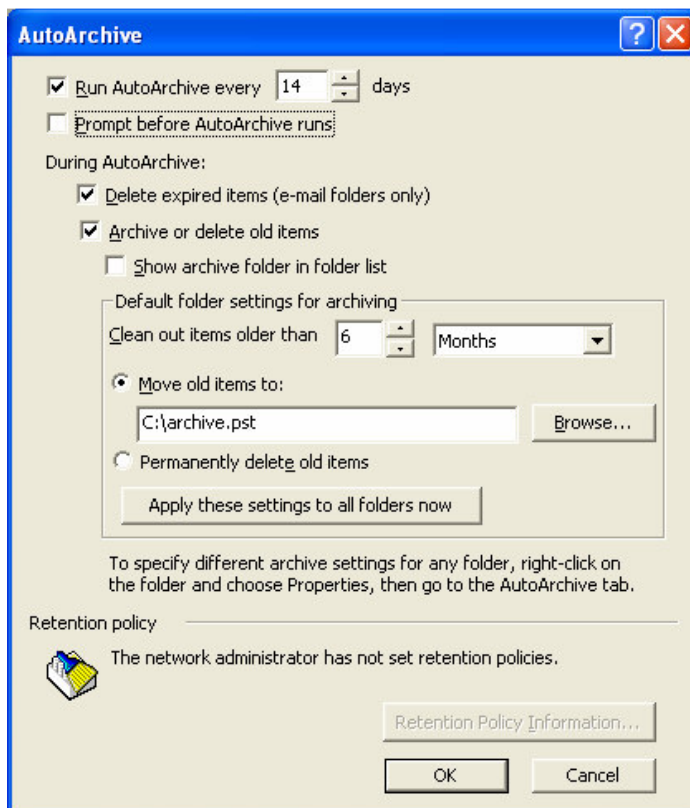


- 3) With **AutoArchive every *n* days** selected, specify how often to run AutoArchive.
- a) Check **Delete expired items when AutoArchiving (e-mail folders only)**
 - b) Change **Default archive file:** to the destination where your archived e-mails will be saved.

Outlook 2000



Outlook 2002/XP



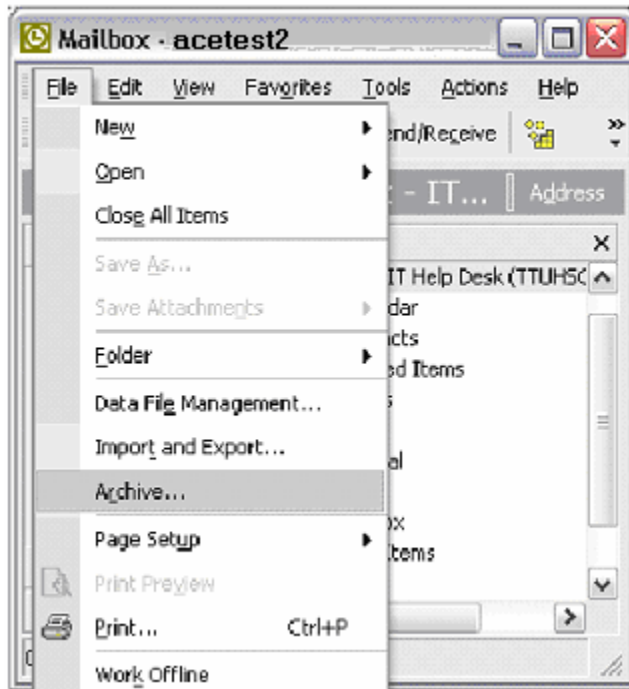
- 4) Click **OK**
5) Click **Apply**, then **OK**

Manually AutoArchive all Folders

The following steps will allow you to manually **AutoArchive** all folders in your mailbox.

- 1) On the **File** menu, click **Archive**.
- 2) Select **Archive all folders according to their AutoArchive settings**.
- 3) Click **OK**.

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- 2) Select **Archive all folders according to their AutoArchive settings**.
- 3) Click **OK**.